



Employment & Career Services Committee

Networking Workshop

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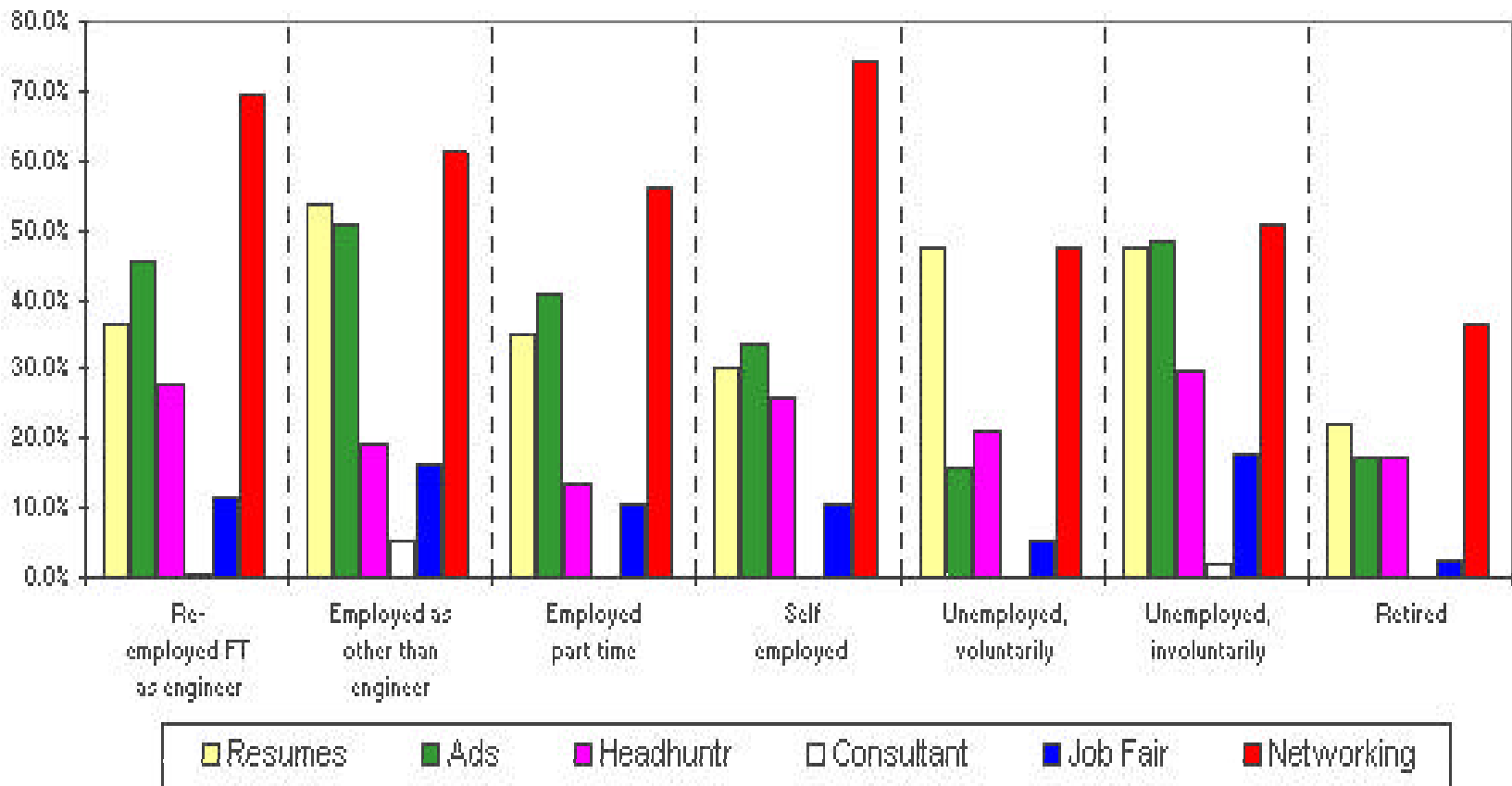
Seminar Overview

- Overview of the Importance of Networking and Tapping into Your Network
- Exercise 1: Taking the First Steps
- Expanding Your Network
- Exercise 2: Networking Scavenger Hunt
- Networking Techniques
- Exercise 3: Let's Network

Importance of Networking

- Take control of your job search
- Networking is an on-going process
 - Tapping into...
 - Expanding...
 - Follow-up...
- Who thinks networking is important?

Job hunting tactics



Networking is the best way to job hunt

- Tell everyone you're looking
- Tell them what you're looking for
- Get a boost to the top of the pile with a referral
- Use the alumni connection
- Make yourself worth endorsing

Tapping into your Network

- Who makes up your existing network?

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Tapping into your Network

- Who makes up your existing network?
 - References
 - Present/former managers and colleagues
 - Fellow IEEE members
 - Old school friends and alumni association members
 - Friends, family, neighbors, etc.

Six Degrees of Separation

- We are connected to everyone else in the world by no more than six friends-of-friends
- “Six Degrees: The Science of a Connected Age”, Duncan Watts
- “Linked: How Everything Is Connected To Everything Else and What It Means”, Albert-Laszlo Barabasiin

What If I Am Shy ?

- 25% of us are Introverts
- What can I do ?
 - Discard incorrect notions
 - Learn about yourself
 - Become a good listener
 - Connect to your passion
 - Volunteer to help others
 - Use good body language

Diversify Your Network

- Invest in a high risk “stock”
- Invest in another sector
- Invest internationally
- Invest in different maturities

To uncover hidden job leads, take advantage of the Grapevine

- Generate interest
- Review and revise your resume
- Arrange informal meetings
- Establish your position in the grapevine
- Visualize yourself in a different job

To uncover hidden job leads, take advantage of the Grapevine

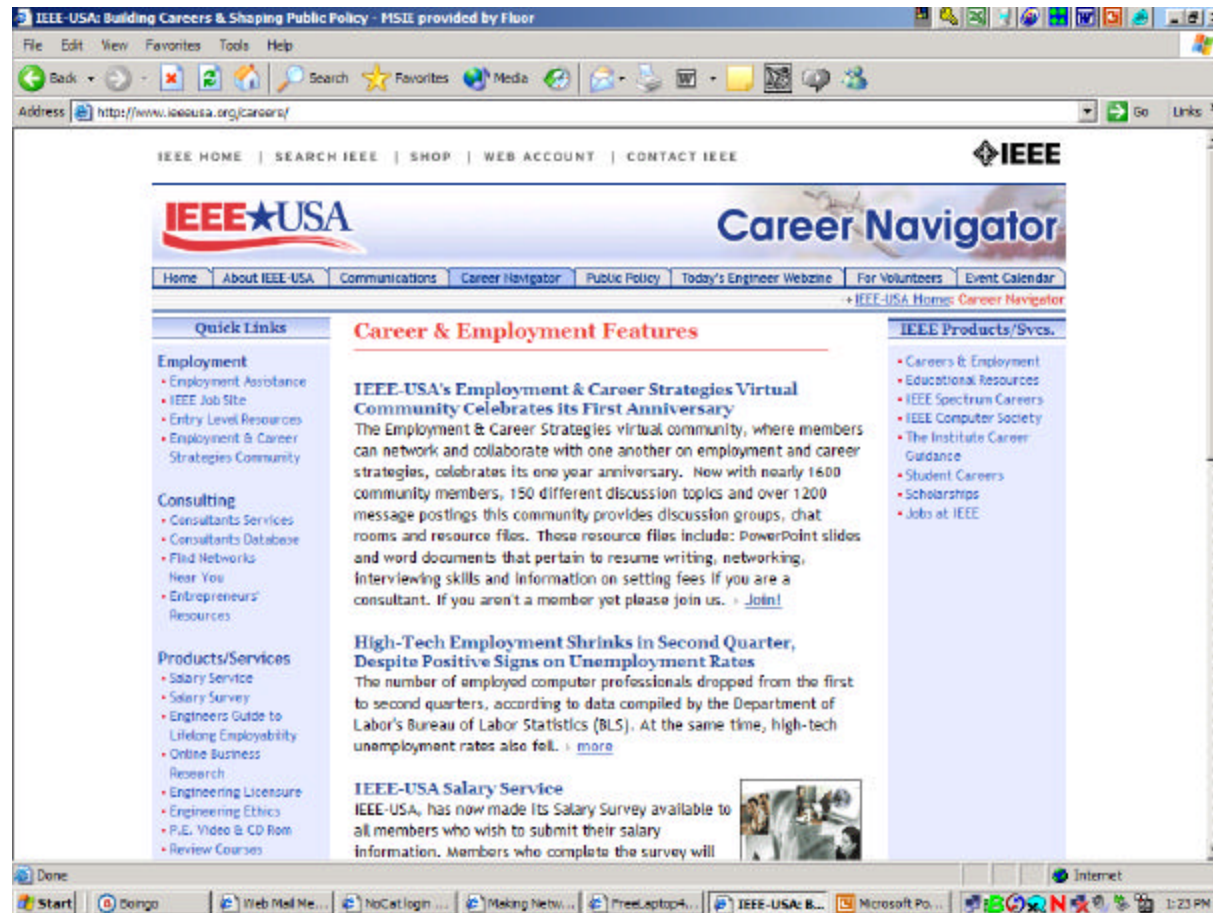
- Improve your communication skills
- Note and analyze the information flow through your grapevine
- Evaluate and revise your plan when necessary

Use the web to prepare for Events

- News sites
- Business / Financial sites
- Trade magazine sites
- Specialized sites
 - Press releases
 - Career Sites
 - IEEE

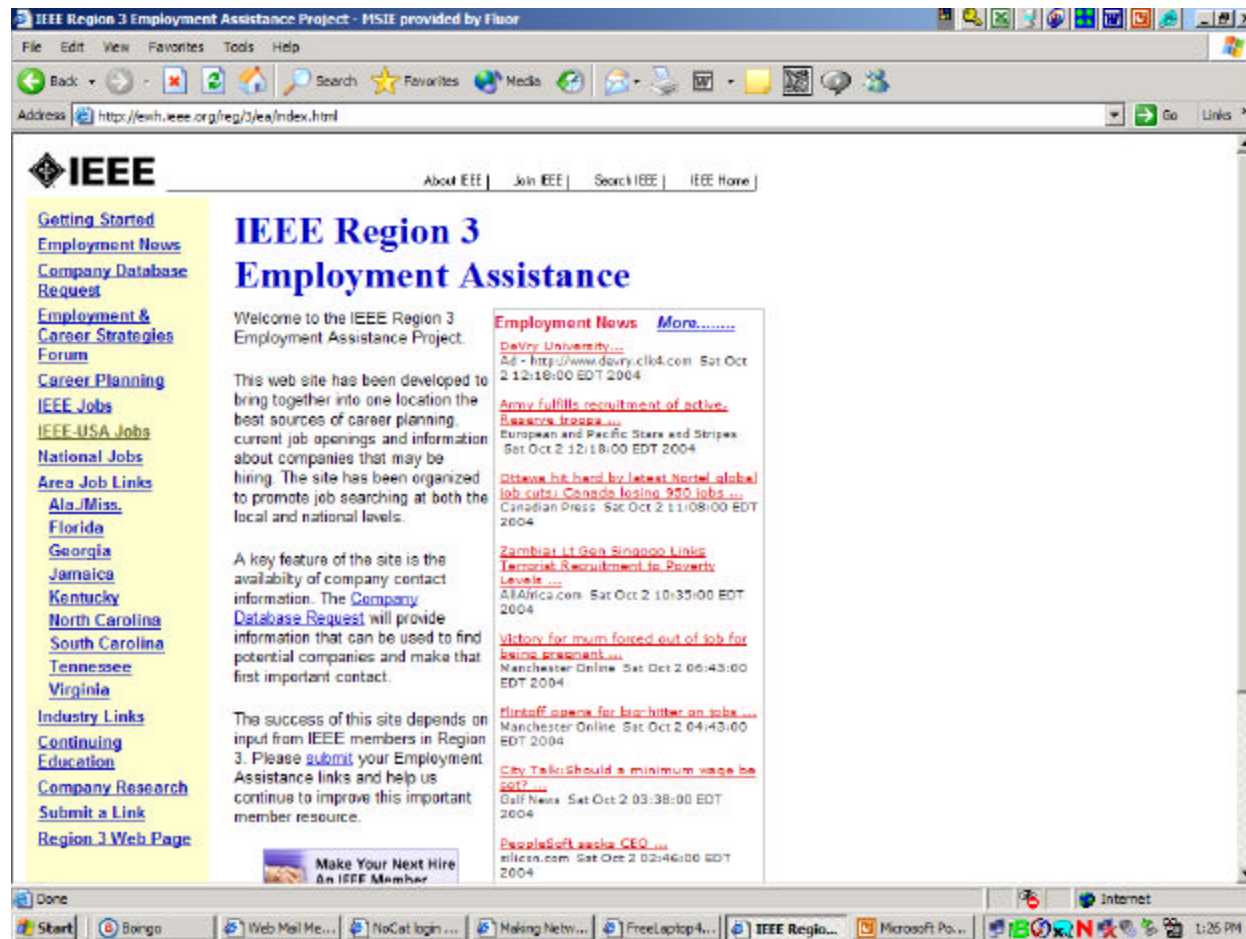


Use the web to prepare for Events

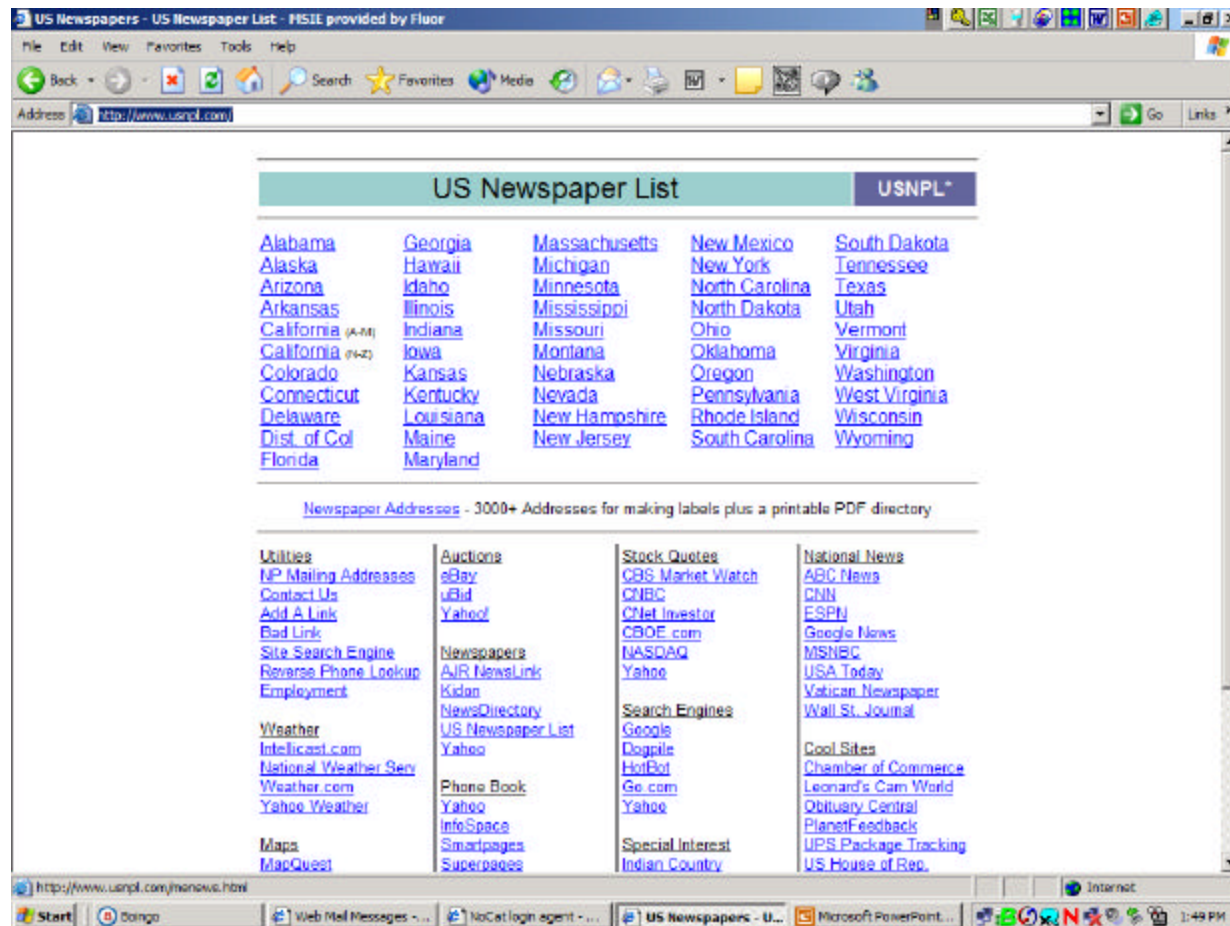




Use the web to prepare for Events



Use the web to prepare for Events



Networking Toolkit

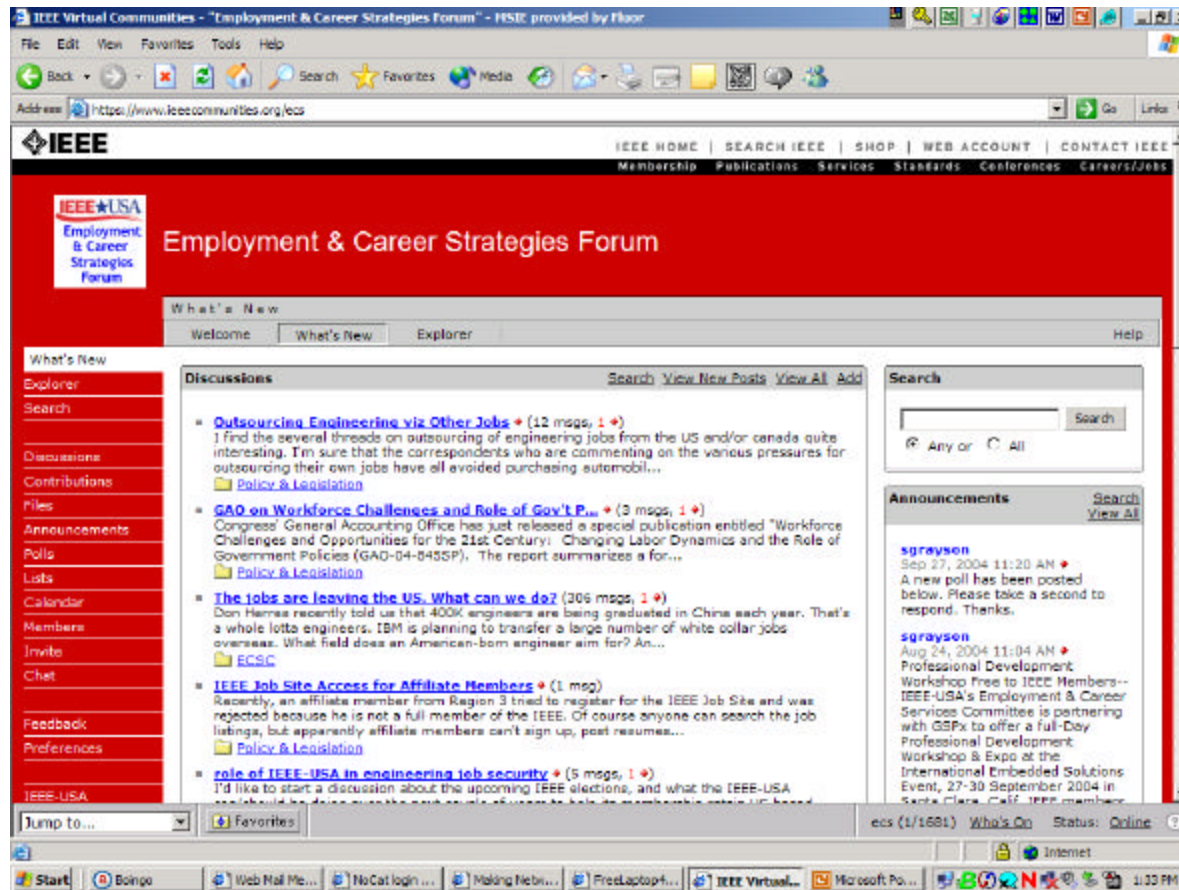
- Updated resume
- Business cards – company or personal
- Elevator speech
- Event research – business, social, company
- New clothes
- Look in the mirror
- Make a **PLAN**

Structured Networking Groups

- Online social networks
 - [Frienster.com](#)
 - [Linkedin.com](#)
 - [Zerodegrees.com](#)
- Business clubs
- Professional societies
- Charity organizations



Structured Networking Groups





Stay Connected

- Network actively
- Continue to socialize
- Be open to everyone you meet
- Join a job-search group
- Strengthen your spiritual ties
- Volunteer to help others
- Don't view yourself as damaged goods

Networking as simple as 1-2-3

- Step 1: Prepare before the event
- Step 2: Learn to listen
- Step 3: Follow-up after the event



Exercise #1

- Taking the first steps
 - Pair up in “two’s”



Exercise #1

- What do you have in common with a stranger?



Expanding your Network

- Ways to extend your existing network?

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Expanding your Network

- Ways to extend your existing network?
 - Phone calls
 - Letters or newsletter
 - Join a professional society or civic organization
 - Internet newsgroups
 - Consultants and consultants' networks
 - Technical conferences, workshops
 - Someone at a company you'd like to work for
 - Recruiters, headhunters



Exercise #2

- Networking Scavenger Hunt



Networking Scavenger Hunt

Instructions: Read the items listed below; then find someone in the group who fits the bill for each item. Ask him/her to sign the blank next to the item which applies. (Any one individual may sign for only one item on your list.) Your goal is to find a match for each item. Good luck!

1. _____ Shares your first initial
2. _____ Serves as an officer in a non-IEEE association
3. _____ Played a musical instrument in a band
4. _____ Worked outside the US
5. _____ Has worked for a company while it went public
6. _____ Has more than two graduate degrees
7. _____ Has been to the White House on official business
8. _____ Has published a book
9. _____ Has gotten a job using Internet
10. _____ Has traveled to more than three continents
11. _____ Has worked for one company more than 15 years
12. _____ Speaks a foreign language fluently
13. _____ Has worked on a political campaign
14. _____ Has more than 4 children
15. _____ Can fill in the blanks in this series:

10, 11, 12, 13, 15, 16, 18, 20, 22, 24, 27, 30, 33, 36, 39, 43, 47, 51, 56, 62, ---, ---, ---, ---, 100

Networking Techniques

- Prepare a 60-second biography or description
- Ask for information, don't ask for a job
- Don't pressure your network for more than it can easily supply
- Pass along information
- Don't use pressure tactics
- Always carry business cards
- Follow-up

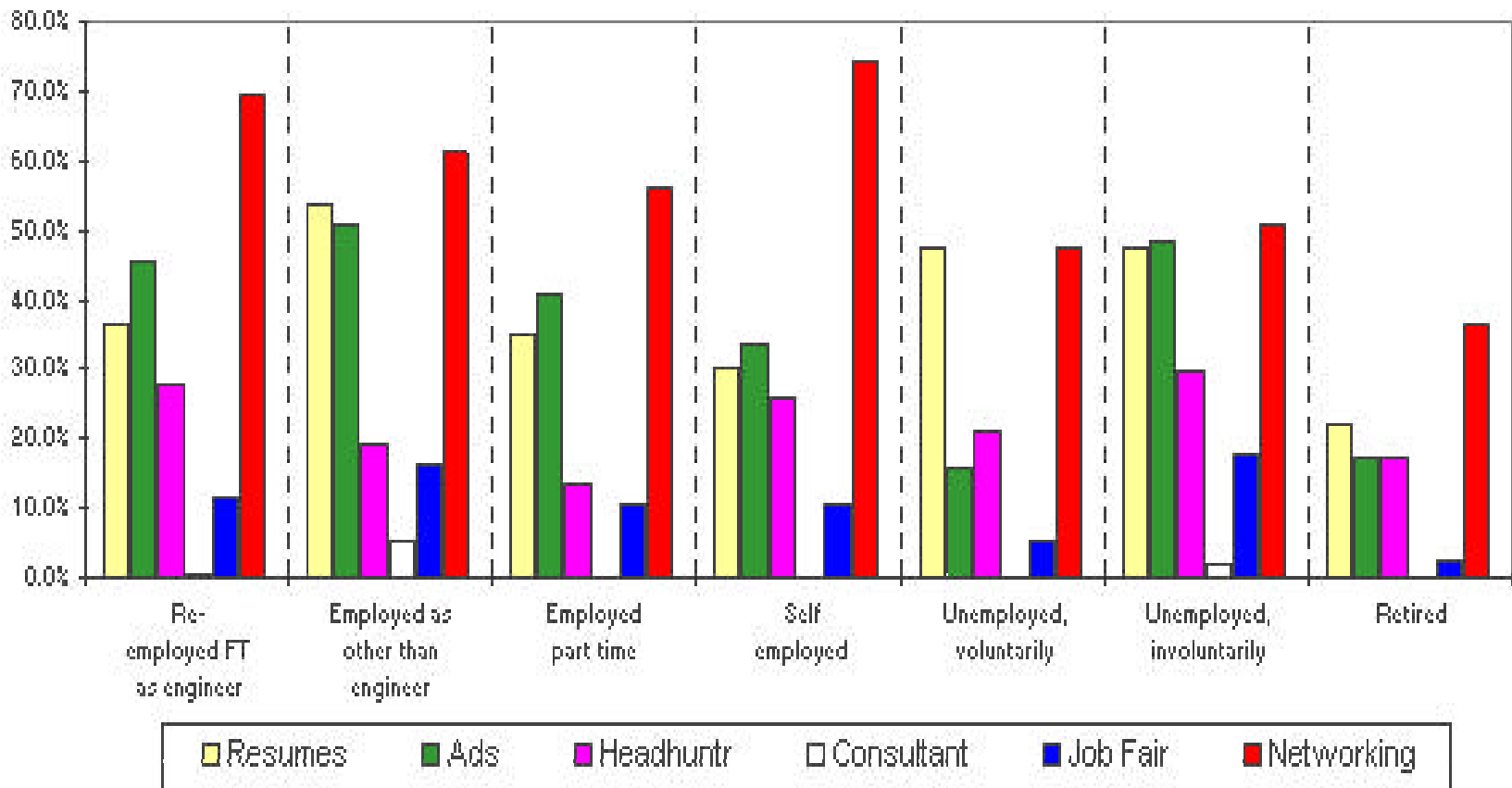
Exercise #3

- Let's Start Networking
 - Divide into groups
 - Within each group:
 - Assign a timekeeper, and a group spokesman
 - On the back of your business cards, write a statement of what you would like to get from this meeting or group
 - Exchange cards
 - Take turns presenting your brief bio's and what you want to get out of the meeting or group
 - Others in the group offer suggestions or leads

Conclusions

- Networking can be a powerful tool
- You have more opportunities to make contacts while you are working
- In the future, networking skills will be even more important

All these people can't be wrong



Further Study

- Books
 - Masters of Networking, Ivan R. Misner
 - The Networking Survival Guide, Diane Darling
- Web
 - www.careerjournal.com
 - www.network.monster.com
 - Search for “personal networking”, “career networking”, “business networking”
- Organizations
 - Business Network International, www.bni.com
 - The IEEE, www.ieee.org



Acknowledgements

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